

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION
STATE FUNDED VOLUNTEER PROGRAMS**

**QUARTERLY PROGRAM REPORT
INSTRUCTIONS**

Programs that receive state volunteer funds are required to submit quarterly reports using the DAS Form 200-G. **Source documents for this report include the grant award, application and program records.**

Each Quarterly Program Report may be submitted electronically or by mail with an original signature to the Aging and Disability Services Division by the 10th day following the end of each quarter. Submittal deadlines are as follows:

<u>Quarterly End Date</u>	<u>Due Date</u>
September 30	October 10
December 31	January 10
March 31	April 10
June 30	July 10

The information contained in this report is used by the Legislative Counsel Bureau to monitor program progress and to assess the impact of state funds appropriated to state volunteer programs.

Due to the importance of the report and the need for timeliness, ADSD may withhold grant funding for programs that fail to comply with the reporting guidelines.

OVERVIEW

State funded volunteer programs are required to submit:

1. A Service Report;
2. An Expense Report; and
3. A Narrative Progress Report.

All reports should be submitted together. Additionally, SAMS data entry must be entered according to the Grantee Reporting Schedule.

The information reported must relate to all program activity referenced in the approved ADSD grant application.

PROGRAM INFORMATION

Program Name:	Enter the program name as shown on the grant application.
Grant Number:	Enter the grant number as shown on the Notification of Grant Award.
Volunteer Service:	Enter the type of volunteer service the program offers
SAMs Data Entered:	Check box if client and unit information has been entered in the SAMs system. Include program service delivery regardless of funding source.

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SERVICE REPORT

Fill in the corresponding quarterly volunteer numbers for all combined service categories that are referenced in the approved grant application.

- 1) Volunteers – Enter the number of volunteers. This amount is cumulative.
 - a) Enter the number of volunteers by gender. Total volunteers by gender must equal the total number of volunteers.
 - b) Enter the number of volunteers that fall under each of the five age categories. Total volunteers by age category must equal the number of total volunteers.

Service Units and Clients Served must be entered in SAMS on a monthly basis.

Senior Companion – “Clients” are defined as people age 60 or older who receive services from Senior Companions.

Retired Senior Volunteer – “Clients” are defined as people age 60 or older receiving services from RSVP volunteers acting as Telephone Reassurance Callers, Home Companions, or Senior Outreach Companions.

***Note:** Volunteers are reported cumulatively. This means that new volunteers enrolled during a quarter are added to the total from the previous quarter. Volunteers who disenroll during a quarter are NOT subtracted. Therefore, numbers of volunteers should continually climb during the course of a year and never decline.

EXPENSE REPORT

Fill in the corresponding quarterly amounts for all combined service categories that are referenced in the approved grant application.

Program Budget

- 1) State Revenue – Enter the total amount of state funds expended during the quarter.
- 2) Other Revenue – Enter all other revenue expended during the quarter.
- 3) Total Program Revenue – Enter the total program revenue allocated toward the service during the quarter. This total should equal the addition of lines one and two above.
- 4) Volunteer Operating Expenses – Enter funds expended during the reporting period on the following categories: stipends, transportation, meals, insurance, physical examinations, recognition, uniforms or smocks, and background and/or security checks.

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- 5) Volunteer Support Expenses – Enter funds expended during the reporting period on all costs other than those included on line four, including volunteer training costs.
- 6) Total Program Expenses – Enter total expenses for the services. This amount should equal the addition of lines four and five above.

Funds Leveraged (No action required by grantee other than entering accurate and timely SAMS data.)

- 1) The most current Value of Volunteer Time¹ for Nevada (\$19.81 as of 10/1/15) will be used to determine the market cost for units of service provided by the program if no public assistance were available. To arrive at the cost, ADSD will multiply the applicable wage rate by the number of hours of service, as entered in SAMS.

Example: \$19.81/hr x 120 quarterly hours = \$2,377

NARRATIVE REPORT

Provide a summary analysis of the program's activities during the quarter in relation to the data provided in SAMS and the service and expenditure reports.

¹http://www.independentsector.org/volunteer_time